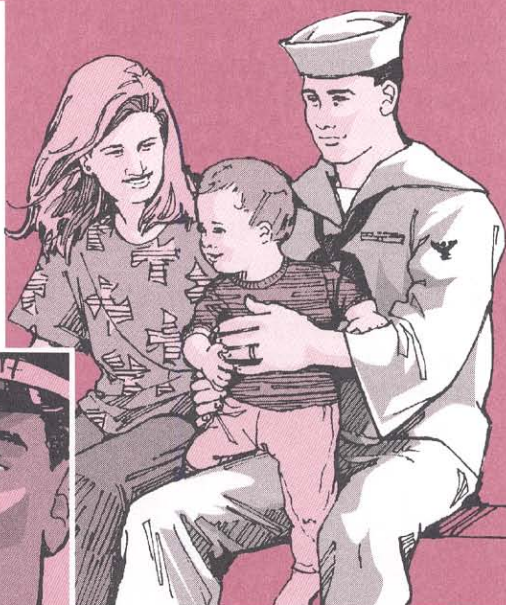
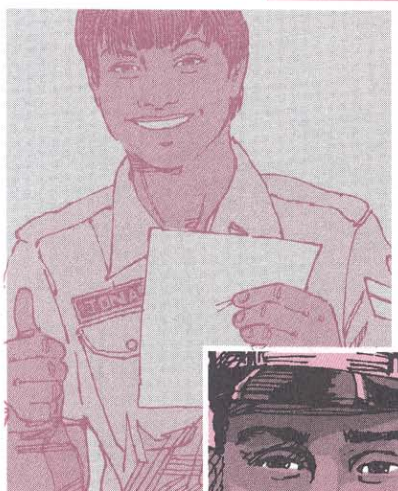


When It's Time to Move

-- A relocation guide
for military personnel



Relocation is a part of military life.

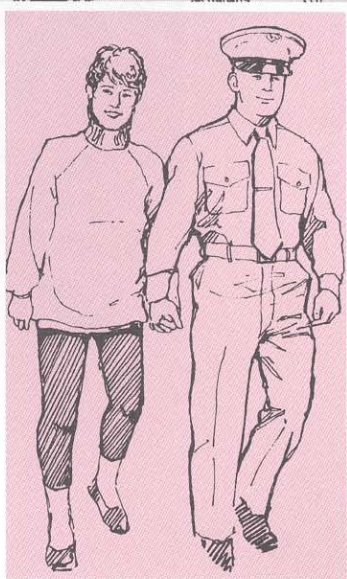
Relocation affects military personnel who are:

- single
- married
- parents.

Every set of PCS (permanent change of station) orders means packing up and moving yourself and your belongings to a new duty station.

Moving needs to be handled with care!

It's like any other task you'll face in life -- there's a right way to do it. And doing it the right way makes a big difference!



Why should I learn about moving?

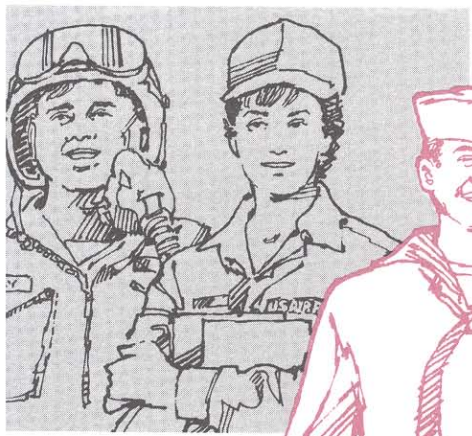
Because it's a big event!

Moving to a new home offers:

- challenges
- uncertainties
- excitement.

Moving can be stressful.

But you can help make moving more enjoyable by learning how to deal with the physical and emotional challenges you may encounter.



Some realities of a mobile lifestyle

PCS orders mean change is in store. But change means a chance for personal and professional fulfillment!

Moving presents challenges, such as:

Adjustment to a new community,

new schools, a new home and neighborhood -- new surroundings, sights and services. You may find that you like your new community as well -- or better -- than your old one.

Separation from friends,

familiar faces and, in some cases, relatives. This can be difficult, but remember that your relocation needn't mark the end of these relationships. You can keep in touch through letters and phone calls.

A change in your work environment

and meeting new co-workers. You'll also be faced with new responsibilities and work assignments, which can be interesting and exciting.



Relocation also means opportunities to:

Travel and learn,

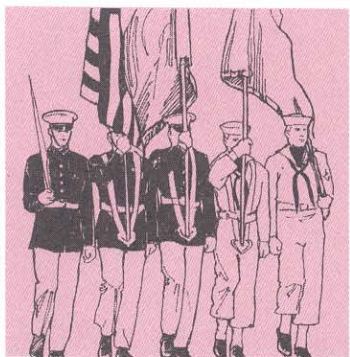
through exposure to new and interesting people and places. Many people yearn for such adventure!

Make new friends,

and possibly renew old friendships. While it takes time for new acquaintances to turn into real friends -- it can happen sooner than you think!

Grow professionally

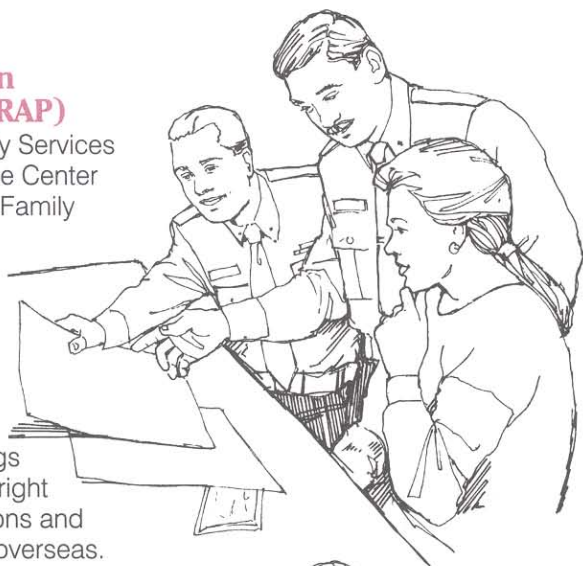
by adding to your knowledge, experience and ability to meet new challenges. New skills and abilities can mean greater opportunities -- and rewards -- for you!



Help make moving a positive experience

Contact the Relocation Assistance Program (RAP)

through the Army Community Services Center (Army), Family Service Center (Navy and Marine Corps) or Family Support Center (Air Force), for help in planning your move -- and when arriving at your new duty location (see page 14).



Plan ahead,

-- schedule required meetings and start household chores right away. Check on immunizations and passports, if you're moving overseas.

Discuss the move

with loved ones. Deal with any concerns as they arise.



If you have children:

- Be positive about the future. Share pictures and other information about the new duty station.
- Share your feelings about the move. Encourage children to share their feelings and ask questions, too.
- Involve children in the planning and packing. They'll feel they're an important part of what's going on.

Request a sponsor

at your new duty station (through your commanding officer) if one isn't provided for you. A sponsor can provide you with specific information and give you an "inside look" at your new community.

Start lists

of friends' addresses and household goods you'll want to ship.



Moving checklist

Important places to contact when you're planning your move include:

- ☐ **THE RELOCATION ASSISTANCE PROGRAM**
-- to locate help and practical information about your new duty station through a computerized network and other sources
- ☐ **TRANSPORTATION OFFICE**
-- to arrange the moving/storage of your furniture (and car, for an overseas move)
- ☐ **HOUSING OFFICE** (or your rental office)
-- to notify them of your upcoming move
- ☐ **FINANCE OFFICE**
-- to make any needed financial arrangements
- ☐ **COMMANDER'S OFFICE** (or other appropriate office)
-- to apply for leave, if taken with travel time
- ☐ **BANKS/CREDIT UNIONS**
-- to close accounts, arrange for direct deposit (for continuous pay while moving), etc.
- ☐ **SCHOOLS**
-- to pick up children's records and discuss any educational concerns
- ☐ **HOSPITAL/MEDICAL CENTER**
-- to pick up medical records
- ☐ **UTILITIES/PHONE CO.**
-- to arrange to cut off service
- ☐ **POST OFFICE**
-- to complete "change of address" forms.

Arranging the move

The actual arrangements for your move are made in a meeting at the transportation office.

Before the meeting:

Make an appointment.

Contact the transportation office as soon as you receive your orders.

Gather documents* for the meeting.

These include:

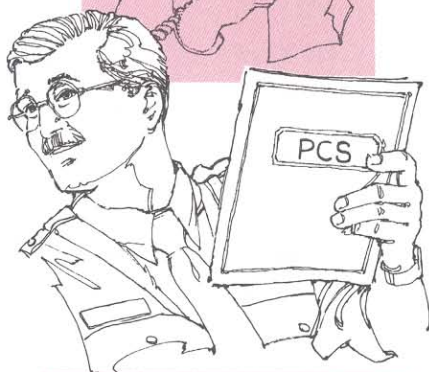
- your PCS orders
- any amendments to the orders
- a signed letter of authorization or "power of attorney," if your spouse or someone else will be representing you at the meeting. (Ask about "power of attorney," updating your will, etc., at the Staff Judge Advocate's office.)

- * Find out how many copies of each document are needed when you contact the transportation office for your appointment.

Write down any questions you have.

Also note your preferred pickup and delivery dates. Include an estimate of what household goods you'll be shipping (number of rooms in household and approximate weight of furniture/goods).

Ask for a copy of "It's Your Move" -- a valuable planning guide.

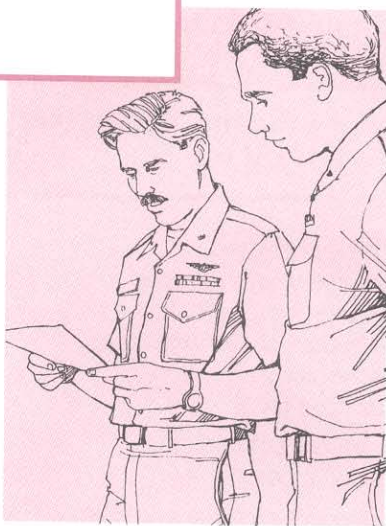


**During the meeting,
you'll want to discuss:**

Regulations

You may need to talk about:

- weight allowances
- items that can and can't be shipped
- pets and automobiles
- your responsibilities for packing and cleanup
- the mover's responsibilities.



Records you'll have to keep

Be sure to save copies of all forms completed during the meeting and receipts for your expenses related to moving (some of these can be deducted from your taxes).

Dates for pickup and delivery

You'll be able to choose from the pickup dates available. A delivery date may be determined for you.

“DITY” -- the “do-it-yourself” option

A cash incentive may make it worthwhile for you to move your household yourself. Find out how this program works.



Packing up your household

Here are some tips that can help protect your possessions and make packing (and unpacking) easier.

Before the movers arrive, you'll want to:

Make a list

of things you're required to do, and check off each item as it's taken care of. For example, before pickup day you may have to:

- Disconnect and clean appliances.
- Remove pictures and curtain rods from the walls.
- Discard perishable food.

Separate items

that will be needed as soon as you arrive from those to be kept in temporary storage. Also:

- Discard any unnecessary items (a yard sale or trip to a thrift shop may help).
- Set aside cleaning materials to be used after everything is packed.
- Collect and set aside copies of school and immunization records and any other important documents, suitcases, valuables, etc., to be hand-carried during the move.



When the movers arrive, it's a good idea for you or your authorized representative to:

Protect valuables

such as cash or jewelry, while other household goods are being packed

Watch packers,

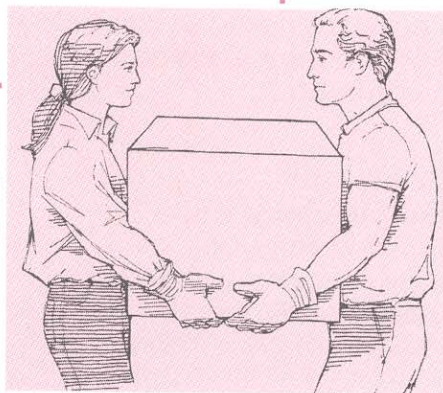
to make sure your belongings are handled carefully and labeled properly

Review the inventory

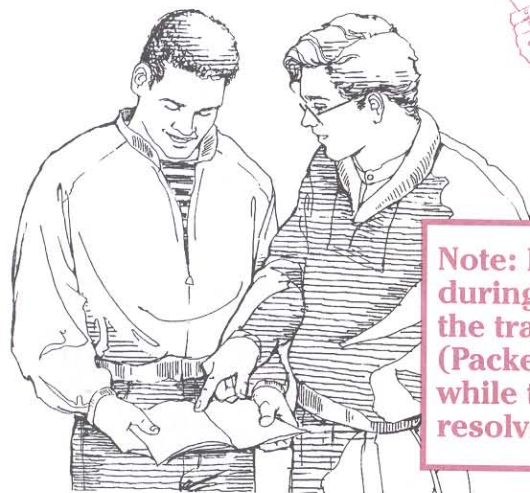
prepared by the movers, to make sure your belongings are described accurately (including their condition)

Read and understand

any forms or documents given to you by the movers before signing.



Note: If you have any questions during packing and pickup, call the transportation office. (Packers and movers must wait while the transportation office resolves any problems.)



Settling into a new home and community

These suggestions can help you get settled, while encouraging everyone to feel “at home” as quickly as possible.

Check and double-check your household goods

as they are being unloaded and unpacked. Make sure everything on your inventory is accounted for and in proper condition. Report loss or damage to the transportation office.



Encourage everyone to help unpack

and make choices about decorating.

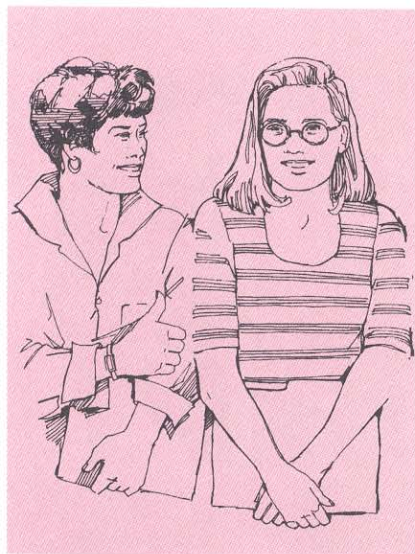
Take advantage of resources

such as “welcome packets,” temporary housing, the Family Member Employment Assistance Program and baby-sitting services. Your Army Community Services Center, Family Service Center or Family Support Center can provide specific information.

Get acquainted

with your new neighbors and community. Shopping trips and visits to neighbors are good ways to start.





Look for opportunities to socialize

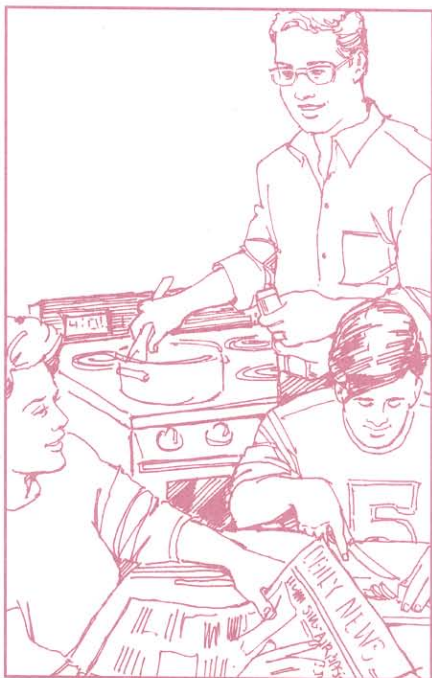
-- check local newspapers, bulletin boards, etc., for listings of events and activities where you can meet others who share similar interests.

Volunteer your time and service

to others. Schools, hospitals, support and service centers, the Red Cross, places of worship and youth centers often need volunteers. Volunteering is a good way to meet people!

Try to restore routines

that are important to you and/or your family. In the hustle and bustle of moving, it's easy to lose sight of special activities, such as that Saturday afternoon trip for ice-cream or a weekly religious service.



Sources of help and support include:

The Relocation Assistance Program (RAP)

-- available through your support or service center, for help in managing the practical and emotional demands of moving. RAP provides information on other duty locations through:

- the SITES computer database
- printed materials
- e-mail
- resource libraries.

RAP also provides welcome packets, loan items, local information and help with employment and financial planning for new arrivals.

Chaplains

-- who can provide counseling.

Schools

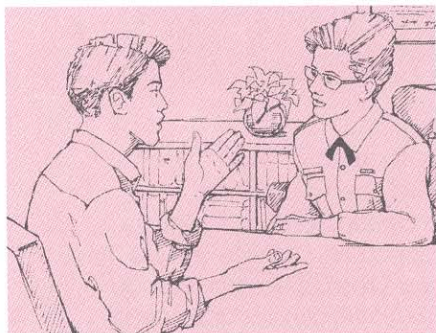
-- whose teachers and staff can help children adjust to academic changes.

The housing office

-- for help in finding a home at your new duty location.

When you arrive at your new duty location,

check the phone book for other sources of information about services and opportunities available in the local area.

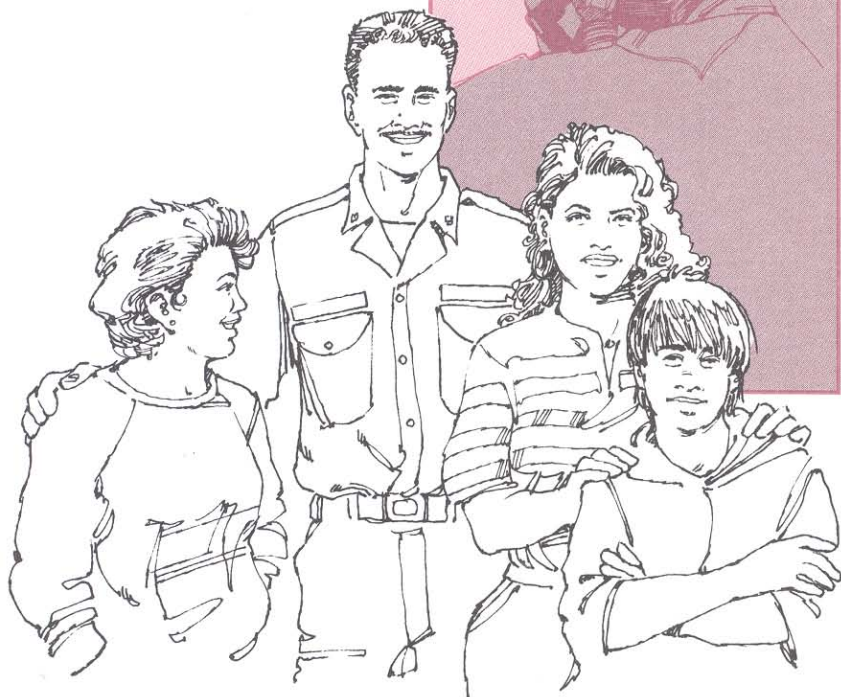


Relocation can be an exciting and rewarding part of military life!

Plan ahead,
to help things run smoothly.

Keep a positive outlook,
to encourage enjoyment and excitement.

Involve everyone
in decisions, discussions, and activities, whenever you can.



Make relocation a “moving” experience!